

SFSP on Days of Unanticipated School Closure Procedure

Procedure:

1. School Sponsors: Sponsor contacts SCN SFSP staff by email to notify SFSP staff that they wish to serve meals on days of unanticipated school closure (**non-NTI**) day(s) at the earliest possible point in time.
Non-School Sponsors: Please refer to the list of schools participating.
(<http://education.ky.gov/school/innov/Pages/Non-Traditional-Instruction.aspx>)
2. SCN staff determines if sponsor has participated in SFSP in the current or past two calendar years.
 - a) If unable to confirm via CNIPS, will inquire of sponsor.
 - b) If sponsor did not participate in any of the years listed in (2), sponsor must complete an application and it must be approved prior to serving meals, or may choose At-Risk afterschool program for meal service.
 - c) If sponsor did participate, go to (3).
3. Sponsor will be notified that since they are approved to serve without “submitting new application”, they may begin meal service at that time. However they will need to submit an application for retro-active approval and in order to submit a claim. (Note: Ethnic Racial data form in SFSP checklist is not required for approval in unanticipated school closure instances. Check the box in the checklist portion of the application packet that it was submitted. Data on file from previous summer. New data will be submitted for subsequent summer month’s program.)
4. SCN reviews and, either approves application within 24-48 hours, or sends back for corrections. Ultimately, SCN approves correctly completed application in order for sponsor to claim meals.
5. Sponsor claims meals under SFSP at the current rate.